

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is to assist the Fire Chief by performing clerical duties required for the efficient operation of the fire department. The incumbent of this class acts as receptionist for the Chief's office, types and files for the chief, answers telephones for the Fire Chief, and relieves the Chief of many minor administrative details such as replying to routine correspondence and compiling data needed for reports. The Secretary to the Fire Chief also assists in keeping financial records for the department. The employee of this class performs routine duties independently and receives instructions for special projects from the Fire Chief who monitors and evaluates the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Places telephone calls for the Fire Chief. Keeps records of the schedule and notifies the Fire Chief of appointments, meetings, or other scheduled events. Schedules appointments for the Fire Chief as directed. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office. Takes minutes or notes at meetings.

Types letters, forms, reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically.

Operates a computer terminal in order to enter or retrieve information from files. Operates a copying machine. Operates

a calculator or adding machine. Develops new procedures for office functions when necessary.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records (such as accounting records, personnel records, information files, or other related files). Fill out forms or records required or assigned to this position. Compiles and organizes data needed for reports.

Compiles information to be used in developing the departmental budget. Makes calculations necessary to compute payroll, and prepares payroll records. Takes complaints from employees about other matters related to payroll. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments from petty cash. Makes out checks for payment of department bills.

Maintains the inventory of supplies and equipment for an assigned division by ordering supplies and equipment. Disburses supplies and equipment as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type thirty (30) words per minute.

Must have at least five (5) years clerical experience, including the operation of a computer.